



# **Bid Sheet & Requirements for Hosting USASA Midwest Region Tournaments**



## INTRODUCTION

**United States Adult Soccer Association:** USASA administers adult (over 19) amateur soccer in the United States, although its membership includes some professional players as well. It is subdivided into four regional areas, of which the Midwest Region [Region II] includes 14 states in its geography: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio (North and South), South Dakota, North Dakota, and Wisconsin.

The Region's two major Tournaments include both genders, and player participants are generally in their lower-to-mid '20s, although specific competition exists for, and it is not uncommon, to see players into their 30s and 40s. These Tournaments are summarized below:

**Regional Finals of the National Cups Competitions:** Held in June, this tournament typically features between 40 and 55 individual club teams from throughout the Midwest, playing across all tournament divisions, and dates back to 1914, to determine regional representatives at that summer's national finals.

**Joseph L. Rodrigues Tournament of Champions:** Having competed year-round within their own areas, the men's and women's state champions at the Open and Over-30 levels advance to this tournament to crown regional champions in each competition. Originating in 1980, and traditionally held in late July, between 25 and 40 teams participate at the Tournament of Champions.

In addition, the Midwest Regional Council shall hold a business meeting on the Friday preceding the Tournament of Champions. The host hotel should have 25-30 rooms available on Thursday evening.

# USASA Midwest Region Tournament Hosting Bid Sheet and Requirements

United States Adult Soccer Association - Midwest Region

## EVENT:

Use Separate Forms  
if submitting for  
more than one event

- Regional Finals of the USASA National Cups**  
 **Tournament of Champions**

## HOSTING APPLICANT:

- State Association:** \_\_\_\_\_  
 **Other:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Numbers: Home:** (\_\_\_\_) \_\_\_\_\_ **Business:** (\_\_\_\_) \_\_\_\_\_

**Fax:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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Having read and reviewed the requirements in making this bid presentation, we, the following undersigned, do agree to the terms and conditions of hosting this tournament as listed under Bid Requirements of this document. **BOTH SIGNATURES ARE NEEDED:**

\_\_\_\_\_  
**Signature of Applicant/Contact Person** *required*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of State President** *required*

\_\_\_\_\_  
**Date**

Please email a signed copy of this form to [reg2cups@gmail.com](mailto:reg2cups@gmail.com)

*The following items are those that are necessary or desirable for the hosting of the Tournament to be held at your facility. Please read the following items carefully and initial ONLY those which you can supply as a part of your proposed bid package. Required items are noted as such. Proposals will be evaluated in part based on those items which can be provided at little or no cost to the Region.*

**A FIELDS (Minimum Quantities Noted are *required*):**

**Regional Cups Finals:** Not less than eight (8) fields are needed for the games over three days, Friday through Sunday, although ten (10) fields are preferable. It is also preferable to have at least two, and possibly more fields with lights available.

**Tournament of Champions:** Not less than six (6) fields are needed for Saturday's games and not less than four (4) fields are needed for Sunday's games. It is preferable to have at least two, and possibly more fields with lights available.

- \_\_\_\_ 1) Length of the field shall not be more than 120 yards, nor less than 100 yards, and the width of the field shall not be more than 80 yards, nor less than 65 yards. (*required*)
- \_\_\_\_ 2) Goals must have nets securely in place. (*required*)
- \_\_\_\_ 3) All fields must be properly marked and have a flag on a post not less than five feet high and having a non-pointed top, and placed at each corner of each field. (*required*)
- \_\_\_\_ 4) Total Fields (Quantity: \_\_\_\_\_) (*required*)
- \_\_\_\_ 5) Lighted Fields (Quantity: \_\_\_\_\_) (Optional)

**B PRACTICE FIELDS:** Additional practice fields available for those teams desiring to practice during non-game times are desirable. (Optional)

**C BENCHES:** Two 10-foot player benches on one side of each playing field for the teams are *required*. Benches for spectators on the opposite side of the fields are highly desirable.

- \_\_\_\_ 1) Players benches, warm-up area, and access to fields to be roped off from all others, especially spectators. (*required*)
- \_\_\_\_ 2) Sufficient Field Marshals for each field to allow access only to players, tournament officials and VIP's. Field marshals are also to escort ejected players from the fields, and shall maintain contact in the case of injury. (*required*)
- \_\_\_\_ 3) 5-gallon containers of water on each player bench (two per field), with cups. Water to be continuously re-filled with water and ice. (*required*)
- \_\_\_\_ 4) Bleachers for spectators (*required*) at:  
( ) All Fields            ( ) Some Fields            ( ) Main Field Only
- \_\_\_\_ 5) Canopies or small tents over each player bench. (Optional)
- \_\_\_\_ 6) Dressing Rooms/Showers on-site. (Optional)

**D COMFORT FACILITIES**

- \_\_\_\_ 1) Portable or permanent bathroom facilities. Enough to accommodate the needs of up to 20 teams, spectators and administrators at any one time. (*required*)

**E ADMINISTRATION TENT:**

- \_\_\_ 1) **One large tent or trailer to serve as tournament headquarters. (required)**  
    **Alternative: \_\_\_\_\_ (Optional)**
- \_\_\_ 2) **Two 6-8' long tables and a minimum of twelve chairs in the administration area. (required)**
- \_\_\_ 3) **Fresh water, ice, and cups, provided throughout the day. (required)**
- \_\_\_ 4) **Snacks and drinks provided for the administrators and VIP's throughout the day. (required)**
- \_\_\_ 5) **Lunch provided for the administrators each afternoon. (required)**
- \_\_\_ 6) **Scoreboard stands provided in a convenient location for all teams to see. Boards will contain tournament game schedules and standings. (required)**
- \_\_\_ 7) **Electronic scoreboards, if present, on stadium fields must be on with clock started at game time, and maintained by the host. (required)**
- \_\_\_ 8) **Administrators to be provided with a complete list of addresses and telephone numbers of the following in advance (required):**
  - a. **Field contact person and alternate**
  - b. **Hotel contact person(s)**
  - c. **Hospitals/Emergency Centers in area with directions**
  - d. **Hosting association contacts: Trainers, Office supply stores in the area with directions to each, Local Sponsor contacts, Tournament volunteers and positions**
- \_\_\_ 9) **Secure Storage Facilities: for the balls, trophies, medals and banners which can be kept locked at all times. (required)**

**F REFEREE TENT:**

- \_\_\_ 1) **One large tent or other enclosed/sheltered area for the referees. (required)**
- \_\_\_ 2) **Water, ice and cups provided continuously throughout the tournament. (required)**
- \_\_\_ 3) **Snacks for referees throughout the tournament (oranges, powerade, bananas, raisins, etc.). (required)**
- \_\_\_ 4) **Lunches for referees each day. (Optional)**
- \_\_\_ 5) **Changing room for referees. (Optional)**
- \_\_\_ 6) **Tent should have four small-sized tables (one in each corner) for pre-game and post-game evaluations, with 5 chairs at each table. Alternatively, an additional smaller tent in addition to the referee tent can be used. (required)**
- \_\_\_ 7) **One large table provided for Referee Administrator. A minimum of eight additional chairs. (required)**

**G TRAINER TENT: One tent provided for trainer at a central location for taping and injuries. (Trainer furnished by Host.)**

- \_\_\_ 1) **Trainer on duty at least 45 minutes prior to the first game of the day until the end of the day. (required)**
- \_\_\_ 2) **Equipment and supplies needed for injuries and medical emergencies. Players to provide supplies for personal taping (required)**
- \_\_\_ 3) **Two large tables and six chairs. (required)**
- \_\_\_ 4) **One large chest of ice for injuries. (required)**

- \_\_\_ 5) Plastic bags (baggies) for injuries. *(required)*
- \_\_\_ 6) Golf cart or other transportation device for use by the trainer.  
*(required)*
- \_\_\_ 7) Container of water, ice and cups to be freshened throughout the day. *(required)*

**H STAGING AREA**

- \_\_\_ 1) A central location for the presentation of trophies. *(required)*
- \_\_\_ 2) PA system is desired. (Optional)
- \_\_\_ 3) Trophies and medals to be brought to the area as needed (delivery transportation provided). *(required)*

**I HOTEL: Host hotel must receive final approval by the Regional Director or the Competition Director. Host hotel should have the following items:**

- \_\_\_ 1) One meeting room for team managers available if needed, and one meeting room for referees on the evening prior to or on the morning of the first day of competition at approximately 9:00 pm or 7:00 am, as needed. *(required)*
- \_\_\_ 2) Overhead and projector screen if needed. *(required)*
- \_\_\_ 3) Classroom seating for approximately 100 persons. *(required)*
- \_\_\_ 4) TV/VCR; other AV equipment. *(required, as requested)*
- \_\_\_ 5) One suite available upon request for administrator(s). *(required)*
- \_\_\_ 6) Ten to twelve rooms available for administrators. *(required)*
- \_\_\_ 7) Twenty to forty rooms for Referees. *(required)*
- \_\_\_ 8) Tournament of Champions: One meeting room for Regional Council on Friday between 8:00 am and 6:00 pm . *(required)*
- \_\_\_ 9) Cups: Approximately 280 rooms (double beds) for players for two nights. 20-35% of these may be vacated as teams are eliminated on the second night. *(required)*  
Tournament of Champions: Approximately 200 rooms (double beds) for players for two nights. 10-20% of these may be vacated as teams are eliminated on the second night. Approximately 30 additional rooms for Regional Council delegates beginning on Thursday night. *(required)*

**J PAT SMITH AWARD DINNER (In conjunction with National Cups Regionals)**

- \_\_\_ In consultation with the Regional or Tournament Director, secure an appropriate local facility for holding this event for between 80 and 120 persons.

**K PROGRAMS and T-SHIRTS:**

- \_\_\_ 1) Will create/sell T-Shirts (Optional) - - If the host wishes to sell T-shirts, the design must first be approved by the Regional or Tournament Director.
- \_\_\_ 2) Will publish program book *(required)* - - Programs must also be so approved. Any program book revenue may be kept by the Host. USASA and/or regional sponsors to be given complimentary advertising upon request.

**L MISCELLANEOUS**

- \_\_\_\_\_ 1) Ball chasers provided at games (youth clubs/boy scouts/girl scouts, etc.) to collect balls at each field is highly desirable. (Optional)**
- \_\_\_\_\_ 2) Concession stand to be provided *(required)***
- \_\_\_\_\_ 3) Equipment sales (retail) are to be first approved by the Regional or Tournament Director. (Optional)**
- \_\_\_\_\_ 4) Banners to be placed around the fields by the Host (banners provided by Midwest Region). *(required)***
- \_\_\_\_\_ 5) Provide Press Releases to the nearest news media and provide visiting Administrative Committee with copies of all releases and articles (Optional)**
- \_\_\_\_\_ 6) Provide sponsors, if possible, to help in the cost of the tournament. (Optional) All sponsors must first be pre-approved by the Regional Director so as not to conflict with any existing marketing agreements. *(required)***
- \_\_\_\_\_ 7) [Tournament of Champions only]: Provide trophies or suitable team plaques for the Winners and Runners-Up in each of the four to six competitions. *(required)***

**M BUDGET**

**Document all expenses for the tournament and provide receipts and written documentation to the Regional or Tournament Director or his/her specific designee, unless an all-inclusive arrangement has been made.**

Please indicate on which of the following dates you are able to host the Event, in case a deviation from preferred dates \* is needed:

**Regional Cups Finals:**

June \_\_\_\_\_  June \_\_\_\_\_  June \_\_\_\_\_ \*

**Tournament of Champions:**

July \_\_\_\_\_ \*

**PLAYING FIELDS/COMPLEX: The Tournament Games will be held at:**

*(name of complex)* \_\_\_\_\_

in the City of \_\_\_\_\_.

Please attach a drawing of the fields.

**HOTEL:** The host hotel will be the \_\_\_\_\_

in the City of \_\_\_\_\_,

located at (address): \_\_\_\_\_.

It is located \_\_\_\_\_ miles from the playing fields.

**TRANSPORTATION:** The closest airport is \_\_\_\_\_.

It is located \_\_\_\_\_ miles and approximately \_\_\_\_\_ minutes from the host hotel.

**ADDITIONAL INFORMATION:** Please feel free to list below any other items of interest or unique to your locale/facility which are pertinent toward your proposal, and to attach support letters or other pertinent documentation:

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**BUDGET PAGE**

The Host will be provided a maximum subsidy as follows: Regional Cups Finals: \$6500; Tournament of Champions: \$5000. Local Sponsorship Revenue, Ad Book, and Gate Ticket Sales Income may be kept by the Host. Budgets vary annually, however, and sites requesting lower subsidies will naturally receive greater consideration.

	<u>INCLUDED</u>
FIELD RENTAL	<input checked="" type="checkbox"/>
PORTABLE OR PERMANENT TOILETS	<input checked="" type="checkbox"/>
HOTEL MEETING ROOMS	<input checked="" type="checkbox"/>
PLAYER BENCHES	<input checked="" type="checkbox"/>
WATER/ICE/CUPS	<input checked="" type="checkbox"/>
CONCESSION STAND	<input checked="" type="checkbox"/>
TENTS/TRAILERS	<input checked="" type="checkbox"/>
ADMINISTRATIVE REFRESHMENTS	<input checked="" type="checkbox"/>
REFEREE REFRESHMENTS	<input checked="" type="checkbox"/>
TABLES AND CHAIRS	<input checked="" type="checkbox"/>
SHUTTLE VANS	<input checked="" type="checkbox"/>
GOLF CARTS	<input checked="" type="checkbox"/>
STORAGE FACILITY	<input checked="" type="checkbox"/>
TRAINER	<input checked="" type="checkbox"/>
SECURITY	<input checked="" type="checkbox"/>
PROGRAM BOOK	<input checked="" type="checkbox"/>
TROPHIES [Tournament of Champions]	<input checked="" type="checkbox"/>

Total Subsidy Requested: \$ _____
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- > For items being provided from the subsidy or from the Host's own funds, please check "INCLUDED" and do NOT list a dollar amount.
- > For items which are not available at all, please check "N/A."
- > For other items, which are available and may be purchased by the Midwest Region or by visiting teams/players, as applicable, please list an appropriate amount.

	<u>INCLUDED</u>	<u>Not Available</u>	<u>Cost if not incl.</u>
LIGHTED FIELDS	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
PRACTICE FIELDS	<input type="checkbox"/>	<input type="checkbox"/>	_____
DRESSING ROOMS/SHOWERS	<input type="checkbox"/>	<input type="checkbox"/>	_____
BLEACHERS	<input type="checkbox"/>	<input type="checkbox"/>	_____
BALL CHASERS	<input type="checkbox"/>	<input type="checkbox"/>	_____
PUBLIC ADDRESS SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	_____
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Any Complimentary?

HOTEL ROOMS FOR ADMINISTRATORS	_____	Room Rate:	_____
HOTEL ROOMS FOR REFEREES	_____	Room Rate:	_____
HOTEL ROOMS FOR TEAMS	_____	Room Rate:	_____